

Taskstream Guidebook:

Course Learning Outcomes (CLOs) Workspace

This Guidebook provides step-by-step instructions on how to:

- Edit Course Learning Outcomes
 - Revise Course Learning Outcomes
 - Obsolete / Delete Course Learning Outcomes
 - Add New Course Learning Outcomes

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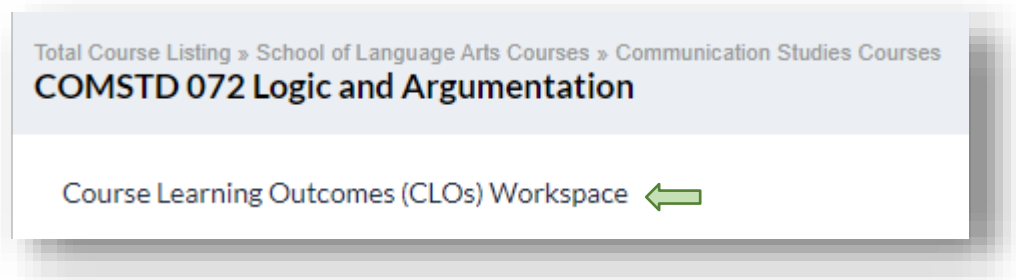
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Taskstream Home Page

Once you log in to Taskstream, you will be taken to your home page. Your home page will contain one or more courses with which you are affiliated, and a *Course Learning Outcomes (CLOs) Workspace* is housed within each one of those courses. Each workspace is the vessel into which you may revise or add new course learning outcomes.

You can start editing content for a course by locating it and clicking on the *Course Learning Outcomes (CLOs) Workspace* within it.

For example:



COURSE LEARNING OUTCOMES (CLOs) Workspace

You can see your workspace structure on the left-hand side of the page. This structure contains several different requirements related to the course learning outcomes assessment process.



The *Standing Requirements* category contains assessment information that will remain relatively steady over time. This guidebook focuses on the *Standing Requirements* area, *Learning Outcomes*, and specifically how to **edit course learning outcomes**.

Revise Course Learning Outcomes

If you notice there is a typo or if a revision needs to be made to clarify the current course learning outcomes, the following instructions will help you accomplish this. To edit course learning outcomes, click *Learning Outcomes*.



When you are ready to enter content into a requirement, click the green **Check Out** button on the upper right-hand corner of the page. Checking out your requirement allows you to add or modify content, but your colleagues with access to the same course will be unable to see your changes or make changes of their own until you have checked it back in. Please note that all requirements in Taskstream use this Check-Out/Check-In system.



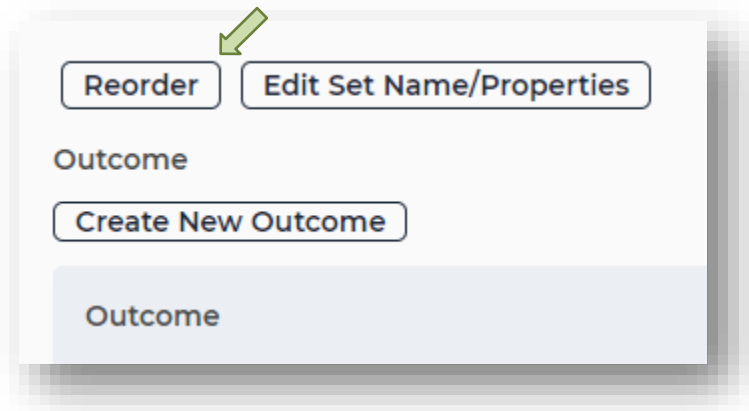
To edit, click on the blue *Edit* button on the right-hand side of the page.



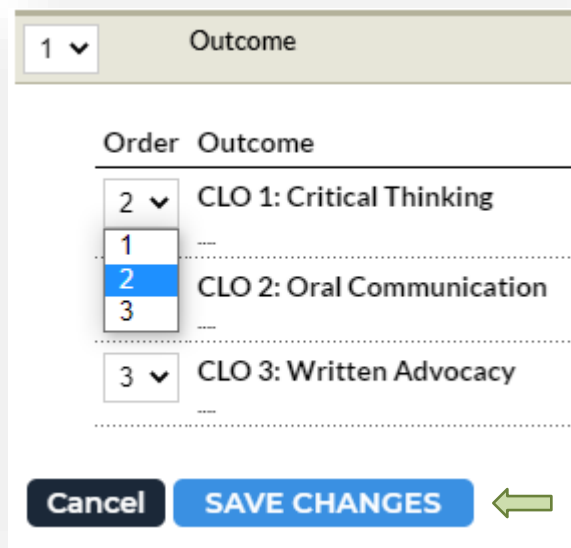
To revise the title of the course learning outcome, type the new or revised title into the text box labeled *Outcome*. To revise a course learning outcome, make revisions directly in the text box labeled *Description*. CLOs are assumed to follow the phrase, “Upon successful completion of this course, ...” Because of this assumption, you can leave out this phrase. Click the blue **UPDATE** button when you are finished.

Outcome: Max 140 characters	<input type="text" value="CLO 1: Revise CLO 1 Title"/> Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).
Description : Max 1000 characters	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;">Type the revised CLO into the text box.</div> <div style="display: flex; justify-content: space-around;"><input type="button" value="Check Spelling"/> <input type="button" value="Character Count"/></div>
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Obsolete (no longer in use)
<input type="button" value="Cancel"/> <input type="button" value="UPDATE"/>	

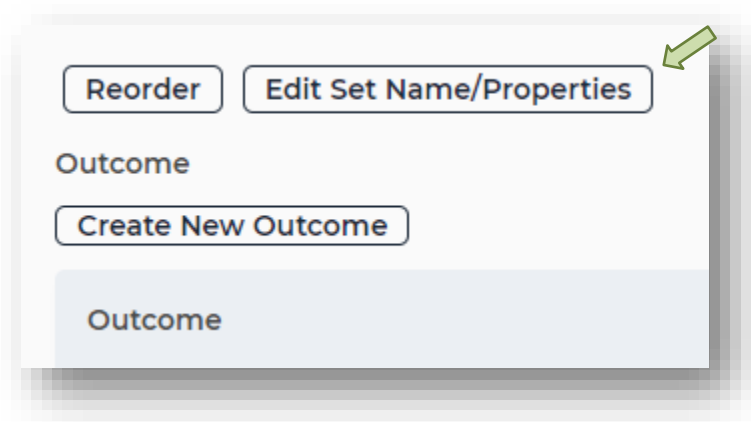
To rearrange learning outcomes, click on *Reorder*.



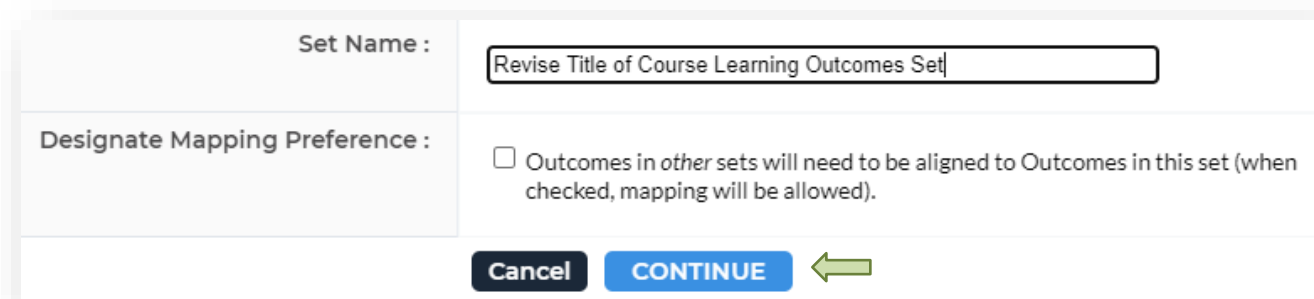
Use the drop-down menu on this page to select which course learning outcomes should be first, second, and so on. Click the *Save Changes* button when you are finished.



To edit the title of the Course Learning Outcome set, click on *Edit Set Name/Properties*.



In the text box next to *Set Name*, enter the revised title for your set of learning outcomes. For your course learning outcomes, do not check the box allowing outcomes in other sets to be aligned to outcomes in this set. Click *Continue* when you are finished.

A screenshot of a dialog box with a light gray background. It has two main sections. The first section is labeled 'Set Name :'. To its right is a text input field containing the text 'Revise Title of Course Learning Outcomes Set'. The second section is labeled 'Designate Mapping Preference :'. To its right is a checkbox that is currently unchecked. Below the checkbox is the text: 'Outcomes in other sets will need to be aligned to Outcomes in this set (when checked, mapping will be allowed)'. At the bottom of the dialog box, there are two buttons: a dark gray 'Cancel' button and a blue 'CONTINUE' button. A green arrow points to the 'CONTINUE' button.

Obsolete / Delete Course Learning Outcomes

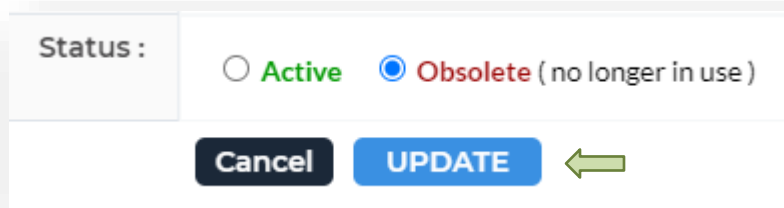
If the program has decided **NOT** to assess a particular course learning outcome, click the radio button next to *Obsolete*. Click the *UPDATE* button.



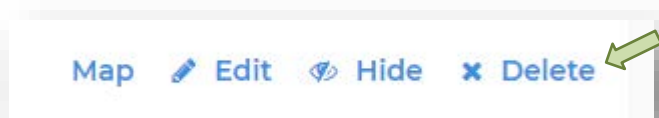
Please note that once an assessment plan and findings have been entered into Taskstream, a course learning outcome cannot be deleted.

There are various reasons why a program's course learning outcomes become obsolete. Here are the three most common reasons:

- Consistently exceeding its learning outcomes criterion and a program would like to move on to assessing another learning outcome.
- Upon further departmental review, decide that the program, in fact, has a learning objective instead of a learning outcome.
- The current learning outcome is outdated, and a new learning outcome needs to align with the new direction of the program.



Departments can **delete** course learning outcomes from the *Standing Requirements* area, *Learning Outcomes*, if they **HAVE NOT** been assessed. This means that no assessment plan has been entered, and no assessment findings have been recorded in Taskstream. Click on the blue *Delete* button on the right-hand side of your page.

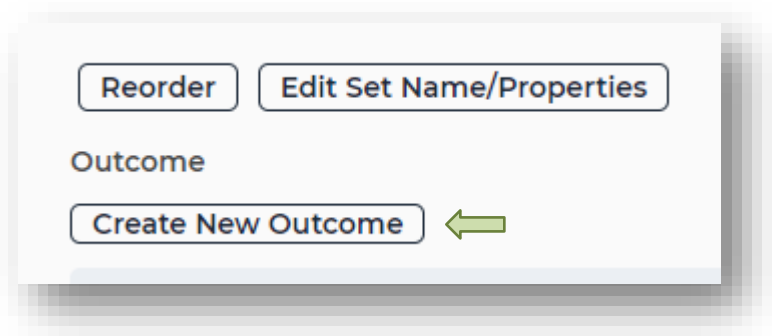


Add New Course Learning Outcomes

If a program needs to **add a new** course learning outcome to a current set of learning outcomes, click on *Create New Outcome*.



If a program has a new certificate or degree, they will need to create a course learning outcomes set, and this is a completely different process.



Then, add the details of your new course learning outcome in the appropriate response elements on the following page. Click *Continue* when you are finished.

Outcome: Max 140 characters	<input type="text" value="CLO 2: New Course Learning Outcome Title"/> Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).
Description : Max 1000 characters	<div style="border: 1px solid black; padding: 10px; min-height: 100px;">Type the new CLO into the text box.</div> <div style="display: flex; justify-content: space-around;"><input type="button" value="Check Spelling"/> <input type="button" value="Character Count"/></div>
<input type="button" value="Cancel"/> <input type="button" value="CONTINUE"/>	

Once you are finished making changes to your *Learning Outcomes* requirement, click **Check In** on the upper right-hand corner of the page.



Please note that if you log out of Taskstream or navigate away to a different website, all workspace requirements will be automatically checked in.

If you forget to **Check In**, but close out the window, Taskstream will automatically check the workspace back in.

When you check in a requirement, you are given the option to enter comments into that requirement's Revision History Log. Comments are not required, but if there are multiple users/writers, you may feel it's necessary to inform users of changes made. If you add a comment, click *Submit Comment*.

You have checked in the following area : **Standing Requirements : Learning Outcomes**

[← Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable).

Add comment to the revision history log :

What would you like to do next?

Return to Work Area

Go to Submission Area

Submit Comment

[VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#)

You can see a requirement's Revision History Log by clicking *View Log* at the top of the page.